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All applicants must complete this page in full, if not applicable then enter N/A.

Section I-A

If currently licensed by ADOT/MVD and/or AZDFI, enter the license number for each.

Section I-B

Indicate the Application Type by checking the one box that applies. Enter the Transaction Privilege Tax License Number and include a current copy of the License with the application.

Section I-C:

For those who are applying for an MVD motor vehicle dealer license with ADOT, you may only select one license type. Please refer to the following license type definitions:

- **New Motor Vehicle Dealer** – A person who buys, sells, exchanges, or offers or attempts to negotiate a sale or exchange of any interest in, or who is engaged in the business of selling, new motor vehicles or used motor vehicles taken in trade on new motor vehicles or used vehicles purchased for resale.
- **Wholesale Motor Vehicle Dealer** – A person who sells used motor vehicles only to licensed motor vehicle dealers.
- **Broker** – A person who for a fee, commission or other valuable consideration offers to provide, provides or represents that the person will provide a service of arranging or assisting in effecting the purchase of a motor vehicle and who is not a/an:
 - New motor vehicle dealer or an employee or agent of a new motor vehicle dealer
 - Used motor vehicle dealer or an employee or agent of a used motor vehicle dealer
 - Manufacturer or an employee or agent of a manufacturer
 - Auctioneer or engaged in the auto auction business
- **Public Consignment Auction** – A person who at the public consignment auction dealer's established place of business or at an authorized off-premises location pursuant to the requirements of 28-4401 in the business of both of the following:
 - Conducting live auctions with a licensed auctioneer verbally calling for and accepting bids
 - Providing live auction services to the public on a consignment contract basis
- **Used Motor Vehicle Dealer** – A person, other than a new motor vehicle dealer, who buys, sells, auctions, exchanges or offers or attempts to negotiate a sale or exchange of any interest in, or who is engaged in the business of selling, four or more used motor vehicles in a continuous 12 month period.

Used motor vehicle dealer does not include a wholesale motor vehicle auction dealer or public consignment auction dealer.

- **Wholesale Motor Vehicle Auction Dealer** – A person who is in the business of providing auction services solely in wholesale transactions to motor vehicle dealers licensed by this state or any other jurisdiction, and who neither buys, sells nor owns the motor vehicles he or she auctions in the ordinary course of business.
- **Automotive Recycler** – A person who is engaged in the business of buying or acquiring a motor vehicle solely for the purpose of dismantling, selling or otherwise disposing of the parts or accessories and who dismantles six or more vehicles in a calendar year.

For those who are applying for a motor vehicle dealer and/or Sales Finance Company license with AZDFI, you will need to choose the applicable license types. Please refer to the following license type definitions:

- **AZDFI Sales Finance** – (a) A person engaged, in whole or in part, in the business of purchasing retail installment contracts from one or more retail sellers. (b) Includes a person engaged, in whole or in part, in the business of creating or holding retail installment contracts that exceed a total aggregate outstanding indebtedness of \$50,000. (c) Does not include the pledgee of an aggregate number of retail installment contracts to secure a bona fide loan thereon.
- **AZDFI Motor Vehicle Dealer** – A person who in any year sells on a noncash basis three or more motor vehicles at retail.

Section II-A

- Indicate the Business (entity) Type for the applicant by checking the one box that applies to this application:

Sole Proprietorship/Individual – Must use your own name when filing as an individual, otherwise you must register your DBA or trade name (see DBA/Trade Name below).

Corporation – Contact the Arizona State Corporation Commission. You must submit an approved copy of your articles of incorporation and any amendments thereto with your application.

Foreign Corporation – Contact the Arizona State Corporation Commission. If your corporation has been incorporated in a state other than Arizona, the corporation must be authorized to conduct business in this state. You must submit a copy of the approved application for authority and a copy of your Articles of Incorporation from the state in which you are incorporated.

Limited Liability Company – Contact the Arizona State Corporation Commission. They will assist you in either forming under Arizona law or applying for registration to transact business in Arizona as a foreign limited liability company. You must submit an approved copy of the articles of organization (for domestic companies) or a copy of the approved registration (for foreign companies) with your application.

Partnership – Contact the Arizona Secretary of State.

Limited Partnership or Foreign Limited Partnership – Must provide an approved copy of your partnership agreement.

DBA/Trade Name – Contact the Arizona Secretary of State. To do business under a DBA or a trade name, you must register your DBA or trade name. You must submit an approved copy of your certificate of trade name registration with your application.

- Enter your Business Name and DBA, if applicable.

Section II-B

- Enter the complete Street Address from which you will be conducting business.
- Enter the complete Mailing Address for the business if different from the Street Address of the business.
- Indicate the Office Days and Hours of Operation. Note: "by appointment only" is not acceptable.
- Enter the Business Phone Number, the Fax Number, and the County in which the business is located.
- Enter the E-mail Address of the Principal Owner; (all notifications and correspondence from MVD will be sent to this address).

Section II-C

- Check the box for Yes or No to indicate if the records will be maintained at the Established Business Address. If No, enter the licensed location where the records will be stored.
- Indicate whether the location the records are being stored at is a residence by selecting Yes or No as applicable.

Section II-D

- Enter the Name, Title, Phone Number, Fax Number and E-mail Address for the Business Contact that is authorized to perform all functions in connection with day to day operations of the business making application, including communication between the business, MVD and AZDFI.

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Section III-A

- Enter the Name, Title, complete Residence Address, Residence Phone Number, Stock Percentage (if applicable), and Date of Birth for all applicants. The applicants listed should match the Partnership, LLC, and Corporation, etc. documentation filed with the Arizona Corporation Commission and/or Secretary of State and submitted with this application.

Section III-B

- Check the box for Yes or No as applicable to indicate whether any person listed on the application has had a similar MVD dealer license suspended, revoked or canceled in Arizona or any other state.
- If Yes, enter the Name of the applicant, the Year the suspension, revocation or cancellation occurred, the Business Name suspended, revoked or canceled, the State and Country the license suspension, revocation or cancellation occurred in, and the current status of the license that was suspended, revoked or canceled.

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**This page should be completed only by applicants for an MVD motor vehicle dealer license issued by ADOT.
Must be completed in full; if not applicable then enter N/A.**

Section IV-A

- Applicants to be a dealer selling new products must list the make of all products they are authorized to sell and must submit a written letter of authorization from the appropriate manufacturer and/or distributor with the application.

Section IV-B

- Check the box for Yes or No as applicable to indicate whether there is an existing dealership/automotive recycler currently at the Established Business Address.
- If Yes, enter the business name of the dealership/automotive recycler in the space provided along with the explanation for these circumstances.

Section IV-C

- If the applicant is considered a Foreign Corporation, LLC, etc. and not a resident of Arizona, enter the Name, Phone Number, Arizona Business Address, City and Zip for the individual or corporation upon whom service of process can be made. If not applicable, write N/A in the Name box

Section V-A

- Check the box for Yes or No or N/A as applicable to indicate whether the Business Sign is permanently affixed or erected.
- If No, indicate the date the sign will be permanently affixed in the space provided.
- Check the box for Yes or No or N/A as applicable to indicate whether the Business Sign is legible from a distance of 300 feet during daylight. Note – Business Sign must indicate that the business of a motor vehicle dealer or automotive recycler is conducted from the premises.
- Check the box for Building, Driveway Entrance, Residence or Office Entrance as applicable to indicate where the sign is erected or affixed.
- Indicate the exact wording of the Business Sign in the space provided.

Section V-B

- Check the box for Yes or No or N/A as applicable to indicate whether there is sufficient space to display two or more vehicles at the Established Business Address.
- Check the box for Yes or No or N/A as applicable to indicate whether the building at the Established Business Address will be devoted principally to the dealership business.
- If No, provide the reason the building will not be used principally to the dealership in the space provided.
- Check the box for Building or Suite or Trailer or Residence as applicable to indicate the type of structure at the Established Business Address

- If Suite, check the box for Yes or No as applicable to indicate whether the suite has a private entrance from outside; check the box for N/A if Suite is not selected above.
- If Trailer, check the box for Yes or No as applicable to indicate whether the trailer is permanently affixed. A trailer is considered permanently affixed if it is set up and anchored without wheels. Check the box for N/A if Trailer is not selected above.

Section V-C

- The photos listed must be included as part of the application. All photos must be hard copies; no CD's, DVD's, photo disks, flash drives, or other storage devices will be accepted.
- Applicants for an MVD New Motor Vehicle Dealer License **only** may include the written notice from the manufacturers and distributors as indicated on the application.

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This page should only be completed by applicants for a motor vehicle dealer license and/or sales finance company license issued by AZDFI. Must be completed in full; if not applicable then enter N/A.

Section VI-A

- Enter the Institution Name and complete address for all banks, finance companies or persons to whom the applicant will sell retail sales contracts.

Section VI-B-D

- Enter the start date and check the applicable boxes regarding the dealership for which you are making application.

Section VI-E

- Check the applicable box to indicate whether the applicant will engage in secondary motor vehicle finance transactions such as title loans or sale lease-backs.

Section VI-F

- Check the applicable box to indicate whether the applicant has read and understands the grounds for denial, suspension or revocation of a motor vehicle license and/or sales finance company license issued by AZDFI.

Section VI-G

- Answer all questions. If the answer to any of the questions is Yes, then you will need to provide complete details in an attachment, including as applicable: disposition/status, summary of event or proceeding, copies of applicable charges and orders and/or consent agreements.

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All applicants must complete this page.

Section VII

- All applicants must read the information on the Continuation Fee and Certification statement.
- If the applicant is an individual, the application must be signed by that individual; if it is a partnership, the application must be signed by all partners; if the applicant is a corporation, the application must be signed by one corporate officer that is listed on the Articles of Incorporation.